

The Watchung Arts Center
18 Stirling Road – Watchung, NJ 07069
(908) 753-0190, PHONE – (908) 753-1884, FAX
www.WatchungArts.Org – wacenter@optonline.net

Gallery Hours: Wednesday, Friday, Saturday 1 - 4 p.m., Thursday 1-5 p.m.

LETTER OF UNDERSTANDING BETWEEN WATCHUNG ARTS CENTER AND ART EXHIBITOR

The Watchung Art Center (WAC) warmly embraces the exhibitor’s willingness to show their work within our premises. Beyond providing a space the center is committed to providing support and services. The purpose of this letter and attached addendum is to define those services, dates at which they are to be implemented, and the responsibilities of both parties. Please note that WAC will do everything to accommodate the exhibitor and to adhere to the agreed dates and times.

I. EXHIBITOR’S CONTACT INFORMATION

Exhibitor’s Full Name _____

Contact Person _____

Mailing Address _____

Home Phone _____

Cell _____

Email _____

II. EXHIBITION

Upper or Lower Gallery _____

Title _____

III. EXHIBITION DATES

Start Date _____

End Date _____

IV. RECEIVING

All work **MUST** be framed, labeled, wired, and ready to hang; delivery during office hours **Tuesday - Saturday 1 - 4 p.m.** unless agreed otherwise.

Date _____

Start Time _____ **1 p.m.** _____

End Time _____ **4 p.m.** _____

V. HANGING

The Exhibitor is expected to be present; preferably during office hours **Tuesday - Saturday 1 - 4 p.m.** unless agreed otherwise.

Date _____

Start Time 1 p.m. _____

End Time 4 p.m. _____

VI. TAKE DOWN

The Exhibitor is expected to be present; preferably during office hours **Tuesday - Saturday 1 - 4 p.m.** unless agreed otherwise.

Date _____

Start Time 1 p.m. _____

End Time 4 p.m. _____

VII. RECEPTION

The Exhibitor is expected to be present and is responsible for shopping/setting up refreshments.

Date _____

Start Time 1 p.m. _____

End Time 4 p.m. _____

VII. POST CARDS: The Exhibitor is responsible for the design and payment of the postcards; design to be approved by WAC. The Exhibitor may choose to use either first class postage or WAC's non-profit/bulk rate postal permit. Using the permit requires the Exhibitor to presort them by zip code and bring them to the Plainfield post office. If the Exhibitor would like WAC to mail to our membership please provide up to 300 stamped post cards, help stick on the labels, and then take them to the post office sorted by zip code.

VIII. PRESS RELEASES: WAC will handle publicity. The Exhibitor may want to take care of any local outlets that we do not cover. We will publicize your show in newspapers, our newsletter and on our website. Because of the amount of information required for our newsletter, we ask that the Exhibitor send a Statement and Biography *no later than* two months prior to the show.

IX. SALES: The WAC receives 30% of all sales. The works are not insured. The Exhibitor provides his/her own insurance if desired. We have no way to predict sales but can assure the Exhibitor that many people will visit our galleries throughout the month.

X. GALLERY HOURS: The WAC's current office hours are **Wednesday, Friday, Saturday 1 - 4 p.m.; Thursday to 1 - 5 p.m.** These hours are subject to change. We have shows in both the upstairs and downstairs galleries, as well as crafts in the foyer. During any month we present Jazz, Folk, Blue Grass, Diva and a Comedy night along with classes in Life Drawing. Ask the office administer to make sure there are no shows conflicting with your art reception dates. Call 908-753-0190 during gallery hours.

Make Sure you read, print, and sign the ART SHOW CHECK LIST.

EXHIBITOR's Signature _____ **Date:** _____

WAC's Signature _____ **Date:** _____